

CITY COUNCIL OF THE CITY OF SACHSE

MEETING MINUTES

APRIL 2, 2018

The City Council of the City of Sachse held a regular meeting on Monday, April 2, 2018 at 7:30 p.m. at the City Council Chambers. Those present were Mayor Mike Felix, Mayor Pro Tem Paul Watkins, Councilmembers Charlie Ross, Bill Adams, Cullen King, and Jeff Bickerstaff; City Manager, Gina Nash; City Secretary, Michelle Lewis Sirianni; Assistant to the City Manager, Lauren Rose; Human Resources Director, Melinda Walter; Development Services Director, Dusty McAfee; Finance Director, Teresa Savage; Parks and Recreation Director, Lance Whitworth; Parks; Recreation Supervisor, Cynthia Wiseman; Director of Public Works and Engineering, Greg Peters; Fire Captain, Chris Hall, and Police Chief, Bryan Sylvester. Councilmember Brett Franks was absent.

Mayor Felix opened the meeting at 7:42 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE TO U.S. AND STATE FLAG: The invocation was offered by Councilman King and the pledges by Councilman Ross.

CONSENT AGENDA: All items listed on the Consent Agenda are considered routine and will be acted on by one motion, with no separate discussion of these items unless a City Councilmember or citizen so requests.

18-4198 - Approve the minutes of the March 19, 2018 workshop meeting.

18-4199 – Approve the minutes of the March 19, 2018 regular meeting.

18-4200 – Accept the Monthly Revenue and Expenditure Report for the period ending February 28, 2018.

Councilman Adams made a motion to approve items on the consent agenda as presented. Councilman Bickerstaff seconded that motion and the motion was unanimously approved.

MAYOR AND CITY COUNCIL ANNOUNCEMENTS REGARDING SPECIAL EVENTS:

Councilman King stated it was World Autism Awareness Day and encouraged everyone to increase knowledge and understanding of those around us.

Councilman Ross stated on April 7 at 12:30 p.m., the Library will show the family movie “Ferdinand.” This week is also National Library Week. To celebrate, the Library will host a game night on April 10 at 6:00 p.m. The Library encourages all guests attending to dress up as a Librarian.

Mayor Felix provided a recap of last weekend's Easter events. Mayor Felix thanked the Parks and Recreation Department for all their hard work with a special thanks to Cynthia Wiseman. Mayor Felix added that the City will be featured during the *Good Morning* Texas show on April 5 at 9:00 a.m. to promote the upcoming Arbor Day Jubilee: Team up and Cleanup event.

18-4205 - Proclamation recognizing April 7, 2018 as Arbor Day in the City of Sachse.

Mayor Felix read and presented a proclamation to Mr. Whitworth and Mrs. Wiseman of the Parks and Recreation Department.

18-4206 – Proclamation recognizing April 7, 2018 as Keep America Beautiful Great American Clean-up Day in Sachse.

Mayor Felix read and presented a proclamation to Mr. Whitworth and Mrs. Wiseman of the Parks and Recreation Department.

CITIZENS INPUT:

No comments were made.

REGULAR AGENDA ITEMS:

18-4202 Discuss and consider options for audio-visual upgrades to the City Council Chambers.

Mrs. Rose began the presentation with an overview of the audio-visual upgrades, which included an equipment review and the three-part proposal for the City Council to consider. The first being the audio-visual upgrades, the second being the agenda management and voting upgrades, and the third being the video streaming upgrades. Mrs. Rose stated that a technical expert conducted a full assessment of the equipment and indicated that the core system uses outdated analog technology. Any modifications made to the room will be limited. The proposal to make the analog-to-digital upgrades with the equipment in the City Council Chambers includes VGA to HDMI conversion, upgrades to all panels, upgrades to all projection equipment, and new microphones that are separate from the voting platform. These are capital costs and are eligible for purchase using the Public, Education, and Governmental (PEG) Fund as well as the Court Technology Fund.

Mrs. Lewis Sirianni stated that the agenda management and voting solution offered in the proposal is called BoardDocs Pro. It is a cloud-based agenda management and voting platform so it is not tied to any hardware or software. This solution would replace the current agenda management software, Legistar, as well as the current document storage platform, Laserfiche. Mrs. Lewis Sirianni stated it is also important to note that the City will have a local client, so if we are disconnected for any reason during a meeting, we will still have the ability to continue working off of a local server. An example from the City of Bryan's platform was displayed and navigated to help visualize how user-friendly the interface is. The voting solution is also cloud-based and not tied to any hardware. This means that voting can occur on any device and is not

specific to any piece of equipment compared to how it is today. Lastly, an example of how the votes are cast and integrated after the fact was shown. Mrs. Lewis Sirianni indicated that all of the meeting content is located in one spot, making it easier for the public to view after the fact.

Mrs. Nash presented the video streaming upgrades of the proposal. Swagit Productions offers live-streaming, video indexing, and archiving services for local governments. Staff proposes the 25-meeting package. The cameras would be remotely operated by Swagit as their staff follows along with the meeting. Once the meeting concludes, Swagit staff indexes the meeting agenda with the recording and has it posted two to four hours later on the City's website. Mrs. Nash outlined some of the features including the ability to stream over high-speed connections at higher image qualities and having 24-7 streaming support. Many area North Texas cities, as well as other national and international clients, utilize services provided by Swagit. Mrs. Nash broke down the costs associated with this project into two categories: capital and annual costs. Mrs. Nash indicated that each of these entities have been fully vetted and satisfies the mandatory competitive bidding requirements. Staff recommends that the City Council move forward with this three-pronged solution to address the audio-visual equipment needs. Mrs. Nash stated staff is seeking City Council direction and feedback.

Councilman Ross asked if these would be accounted for in this fiscal year and when would it be ready. Mrs. Nash replied that the project would be accounted for in this fiscal year and the infrastructure would be installed first, which would take up to 60 hours of work. Having two five-Monday months in a row will be helpful as well. Councilman Ross also questioned the life expectancy on the new equipment. He would also like to include protections on the new equipment.

Mayor Pro Tem Watkins asked about the current Laserfiche usage. Ms. Lewis Sirianni responded that the top three departments currently using Laserfiche are the City Secretary's Office, Community Development, and Police. It is primarily being used for archival storage. Mrs. Lewis Sirianni indicated that BoardDocs would be able to export and import all documents that are currently stored in Laserfiche into BoardDocs.

Councilman Adams stated that it is worth the money for the transparency. He asked if City Council were to have any special meetings, what would be the cost of any additional meetings. Mrs. Nash replied Swagit offers bundles of 25 meeting packages or can purchase additional at a higher cost. Russell Towers, Account Manager with Swagit, stated that the City Council could purchase meetings a la carte at \$325.00 per meeting and a contract amendment could be done to change the number of meeting package.

Councilman King stated that it would be a long time before the new equipment became outdated as digital technology is expected to continue for the foreseeable future. He would like to make sure the equipment is protected and would like to consider a higher meeting package to include Planning and Zoning meetings in the next budget cycle.

Mrs. Nash stated the next steps would be to authorize her as the City Manager to use the funds available in the PEG Fund and the Court Technology Fund to acquire the capital needed to make the analog to digital upgrade, proceed with the acquisition of the agenda management and voting platform upgrades, and the acquisition of the video-streaming upgrades.

18-4207 Consider and approve a resolution authorizing the City Manager to negotiate and execute the terms and conditions of an agreement, by and between the City of Sachse and Visionality-Designs That Compute (DTC) for audio-visual upgrades in an amount not to exceed seventy-seven thousand, one hundred eighteen dollars and thirteen cents (\$77,118.13).

Councilman Bickerstaff made a motion to approve a resolution authorizing the City Manager to negotiate and execute the terms and conditions of an agreement, by and between the City of Sachse and Visionality-Designs That Compute (DTC) for audio-visual upgrades in an amount not to exceed seventy-seven thousand, one hundred eighteen dollars and thirteen cents (\$77,118.13). Mayor Pro Tem Watkins seconded that motion and the motion was unanimously approved.

18-4208 Consider and approve a resolution authorizing the City Manager to negotiate and execute the terms and conditions of an agreement, by and between the City of Sachse and Emerald Data Solutions, Inc. for the purchase of BoardDocs Pro in an annual fee amount not to exceed ten thousand, two hundred dollars and zero cents (\$10,200.00).

Councilman King made a motion to approve a resolution authorizing the City Manager to negotiate and execute the terms and conditions of an agreement, by and between the City of Sachse and Emerald Data Solutions, Inc. for the purchase of BoardDocs Pro in an annual fee amount not to exceed ten thousand, two hundred dollars and zero cents (\$10,200.00). Councilman Ross seconded that motion and the motion was unanimously approved.

18-4209 Consider and approve a resolution authorizing the City Manager to negotiate and execute the terms and conditions of an agreement, by and between the City of Sachse and Swagit Productions LLC. For digital recording and video production in an amount not to exceed thirty-six thousand, six hundred ninety-seven dollars and fifty cents (\$36,697.50).

Mayor Pro Tem Watkins made a motion to approve a resolution authorizing the City Manager to negotiate and execute the terms and conditions of an agreement, by and between the City of Sachse and Swagit Productions LLC. For digital recording and video production in an amount not to exceed thirty-six thousand, six hundred ninety-seven dollars and fifty cents (\$36,697.50). Councilman Adams seconded that motion and the motion was unanimously approved.

18-4204 Receive an update on drainage maintenance projects and the City's Stormwater Utility.

Mrs. Nash stated the City began collecting the fee in January 2018. Mr. Peters will present an update on the associated projects.

Mr. Peters stated in October 2017, the City Council approved the creation of the Stormwater Utility. The fee collected for single-family residential is \$1.66. The fee for other types of properties is a calculation based upon the amount of impervious area when compared to an equivalent residential unit. The fee went into effect in January and is included in the monthly bill. Mr. Peters stated as of March 30, the Stormwater Utility Fund has received \$17,000 in revenues and there

have been \$5,400 in expenditures. The fund is anticipated to generate approximately \$200,000 per year, which can only be used on drainage projects. The 2018 maintenance project list includes the erosion at the end of Meadowcreek Lane, the drainage problems at 4602 Lee Hutson Lane, the property flooding at 6201 Anthony Lane, the creek erosion south of Williford and west of Anthony Lane and the erosion behind 6612 Dewitt Road. Mr. Peters provided a brief outline of each project that included budget, scope, status, and estimated completion date. Mr. Peters noted that future projects have been identified and will be scoped and budgeted as part of the FY 2018-2019 budget process. Staff will continue to identify maintenance needs throughout the City on an ongoing basis. The current focus is on addressing long-standing drainage maintenance needs that are already known. As these projects are completed, the focus will shift toward pro-active maintenance activities to minimize and prevent stormwater concerns. Mr. Peters stated he will continue to bring forward maintenance projects as part of the annual budget process.

The City Council discussed the current project list, funding as the fee is collected, and when projects would be done. Mr. Peters stated that he will aim to do projects in the summer when it is dry and will work with the Public Works Department budget throughout the year as the monies are collected within the fund.

No further discussion or comments were made by the City Council.

18-4210 Discuss and reconsider the City Council action taken on March 19, 2018, regarding the composition of the Board of Directors for the Municipal Development District (MDD).

Mayor Felix stated the City Council discussed this item briefly in the workshop session and opened discussion back to the City Council.

Councilman King stated he would like to see the City Manager, one City Councilmember, a minimum of two Park Board members, and three residents without restrictions.

Councilman Ross stated he would leave it open as a seven-member board, providing maximum flexibility.

Councilman Bickerstaff stated he agrees with Councilman King. He is in favor of the City Manager, one City Councilmember, a minimum of two Park Board members, and three qualified residents without restrictions.

Councilman Bickerstaff made a motion to amend the composition of the Municipal Development District (MDD) Board of Directors to create a new composition that includes the following members: one (1) seat held by City Councilmember, one (1) seat held by the City Manager, two (2) seats, minimum, held by Park Board members, and three (3) seats held by any qualified residents. Councilman King seconded that motion and the motion was unanimously approved.

EXECUTIVE SESSION: The City Council shall convene into Executive Session pursuant to the Texas Government Code, Section §551.074: regarding the mid-year review of the City Secretary.

Consider any action necessary as a result of Executive Session.

At 9:00 p.m., City Council recessed into Executive Session.

At 9:26 p.m., City Council reconvened back into Regular Session.

No action was taken.

ADJOURNMENT:

Mayor Felix adjourned the meeting at 9:26 p.m.

ATTEST:

Michelle Lewis Sirianni
Michelle Lewis Sirianni, City Secretary

Mike J. Felix
MIKE J FELIX, MAYOR

